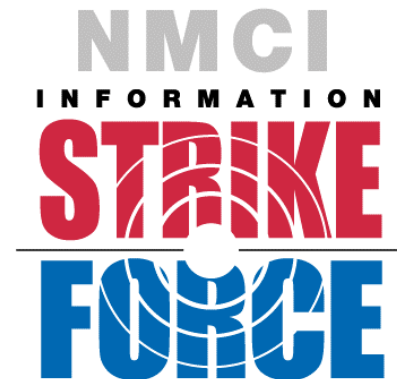


Electronic Invoicing and Payment



Rosco Newsom, Financial Management
(703) 784-0790

Briefing Outline

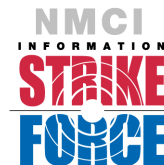
- ☐ Goals
- ☐ Learning Objectives
- ☐ Concept of Operations
- ☐ Contractual Authority
- ☐ Acceptance & Certification
Roles & Responsibilities
- ☐ Invoicing & Payment
Process Flowchart
- ☐ Overview of Electronic
Process
- ☐ BFM Role in Pay Process
- ☐ CTR Role in Pay Process
- ☐ COR Role in Pay Process
- ☐ Inv & Payment Process
Flowchart
- ☐ Invoicing at 85%
- ☐ Transition Period
- ☐ Final Distribution
- ☐ Summary
- ☐ Sample electronic Invoice

Goals

- ☐ Insure prompt and accurate payment for all NMCI services
- ☐ Prevent penalties to the Government due to late payment approval. Prompt Payment Act requires that fixed price contracts be paid within 30 days from receipt of a valid invoice.



Learning Objectives

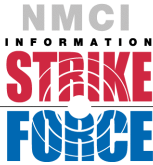


After this briefing, you should be able to:

- ☐ **Define** the meaning of various contractual and accounting terms as they pertain to Billing and Payment
- ☐ **Understand** the electronic distribution of invoices and your responsibilities to insure proper payment



Concept of Operations



Current Process:

- ☐ Utilize DFAS' current electronic invoicing system (WINNS) and certification system (ECS)

Future:

- ☐ E-Commerce solution. Further training will be provided

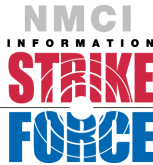
Contractual Authority

☐ **Contract paragraph 4.1, “Acceptance by the Government”:**

“Acceptance or rejection of all services under this contract shall be accomplished **by the Contracting Officer’s Representative**. Upon the Contractor’s demonstration of successful performance as measured against the contract requirements, the COR will sign an inspection and receiving document attesting to acceptance of services performed by the Contractor.”



Acceptance and Certification Roles and Responsibilities



☐ **Review/Validate Receipt – CTR Responsibility**

Technical review of invoice to insure services were received as ordered

☐ **Acceptance and Certification of Invoice – COR responsibility**

Signature certifies that

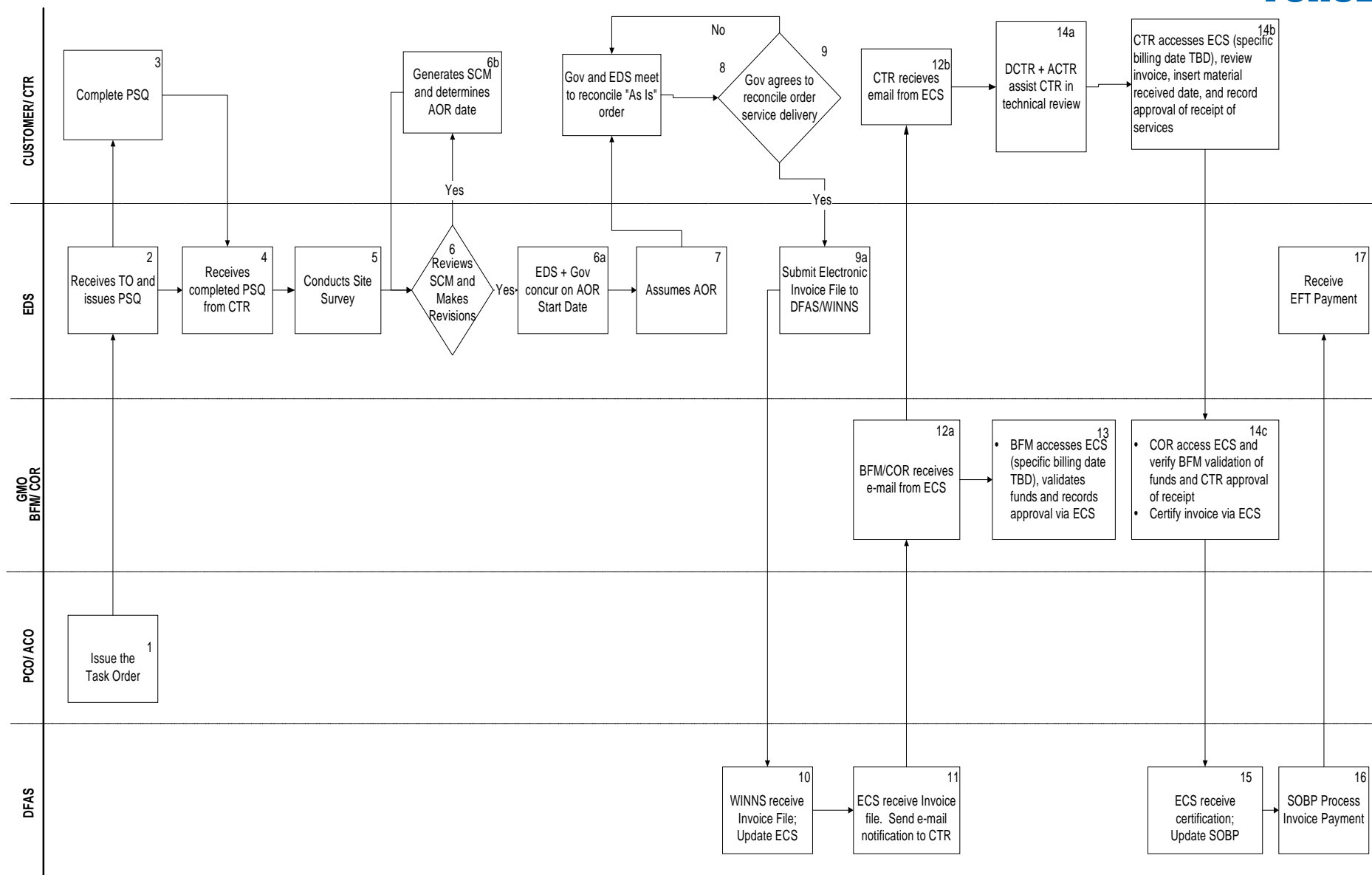
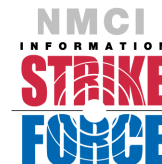
- Services have been received and accepted
- That invoice is properly prepared for payment

☐ **Validation of Funds – BFM Responsibility**

- Validation of funds
- Maintenance of payment logs
- Track timing to ensure no interest penalties



Invoicing and Payment Process





Invoice and Payment Process (Narrative to flow chart)



Task Order Issued

- EDS receives TO and issues a Preliminary Site Questionnaire (PSQ)
- Customer completes PSQ and returns to EDS
- EDS receives PSQ and conducts site survey
- Simultaneously customer issues Site Concurrence Memorandum (SCM)
- EDS Reviews SCM and makes revisions
- EDS and Government concur on AOR start date

The Contractor assumes AOR of as-in environment.



Invoice & Payment Process (Narrative to flow chart)

EDS and Government meet to reconcile “as Is” order. On agreement,

The Contractor submits electronic invoice to DFAS.

DFAS process invoices through WINNS and ECS.

DFAS ECS electronically sends e-mail to COR.

BFM, COR and CTR review ECS simultaneously.

BFM validates obligation in SABRS and electronically signs

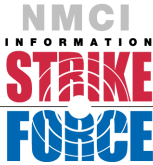
The CTR review invoice, validates and electronically signs for review.

The COR review ECS for BFM’s and CTR’s signatures and overall invoice accuracy. COR certifies invoice and forwards to ECS.

ECS processes and forwards to SOBP. Contractor receives EFT payment.



Overview of Electronic Process

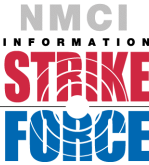


Contractor assumes AOR of as-is environment:

- ❑ Contractor submits electronic file to DFAS via WINNS invoicing system
- ❑ WINNS updates Electronic Certification System (ECS) with invoice information. **Prompt payment 30-day clock starts here**
- ❑ ECS generates e-mail to BFM, CTR and COR alerting invoice is ready for review and approval. If invoice is defective, it must be returned no later than seven days after receipt.
- ❑ ECS allows invoices to be certified electronically and provides two levels of review/approval (BFM/CTR/DCTR) and one certification (COR) for each invoice.



Overview Electronic Process cont'd



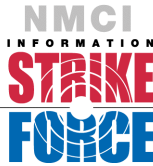
- ❑ DOD (not DON) PKI certificates are required for entry to DFAS system.

BFM and CTR perform the following assigned tasks simultaneously:

- ❑ BFM access ECS for review, enters information and signs approval.



Overview of Electronic Process Cont'd



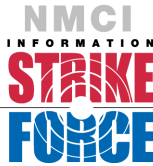
- ❑ CTR access ECS, records approval of receipt of services

COR reviews invoice in its entirety.

- ❑ COR verifies that signatures of approval have entered by both CTR & BFM



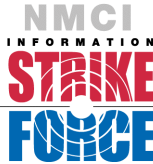
Overview of Electronic Process Cont'd



- ☐ COR records his/her certification of invoice
- ☐ Upon certification by the COR, invoice file is automatically forwarded to Stars One Bill Pay (SOBP) for payment
- ☐ Contractor receives payment via EFT



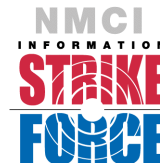
BFM ROLE IN INVOICE PROCESS



- ☐ BFM access ECS to validate if funds are appropriate and available in SABRS.
- ☐ BFM reviews to ensure correct ACRN and LOA (Line of Accounting) were input by contractor.
- ☐ BFM inserts Requisition No. for each CLIN/SLIN. This comes from Box 1 of SF 1449. Invoice will not be paid without this information.
- ☐ BFM reviews DFAS date indicating invoice receipt date. “Clock Starts Now.” Track to ensure 30 days have not passed and that there will be no interest penalties.
- ☐ BFM follow up in 1 week to ensure payment made or invoice returned.



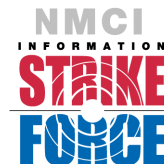
CTR Role in Payment Process



- ☐ CTR performs technical review of monthly invoice to determine services ordered were received. Ktr and CTR will meet to review services to be billed prior to invoice.
 - ☐ CTR may delegate pre-review to ACTR's. In DFAS system:
 - ACTR's will have “view-only” access
- If authority delegated, CTR should not provide approval signature until DCTR and ACTR have coordinated their review and approval in DFAS system.



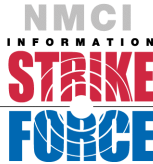
CTR Role in Payment Process



- ❑ CTR verifies amounts invoiced to each CLIN/SLIN are consistent with authorized amount reflected on TO
 - Dates of service
 - For AOR month - verify actual date billing began. These services will be billed on a daily rate vs. monthly rate for that month only.
 - Monthly price of each specific service
 - Number of items for each CLIN/SLIN
 - Total price for each line item
 - Ensure items invoiced at 85%
 - Review must be done in 4 days to ensure meeting 7- day return policy, if necessary.
 - SLA compliance, 100% payments, and credits due – Information to be provided at later date.



CTR Role Cont'd



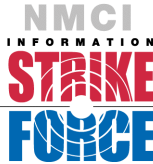
- ☐ Review Monthly Status/Progress Reports. Verify progress report matches invoiced amounts. Additional Duties as Assigned by COR.

Review Time

- Prompt Payment Act requires **30 days or less for receipt of payment or interest penalties apply**. Date of invoice receipt by DFAS appears in ECS.
- Critical that each reviewer/certifier complete task **NLT 3 days**. In event of absence, substitute reviewer/certifier must be notified of their responsibility. Discuss substitute with your COR. Remember, review may be simultaneous.
- Congress would like payment to be made 7 days from receipt of invoice to ensure small business are paid promptly. Prompt Payment Act calls for **invoice to be returned within 7 days if not valid**.



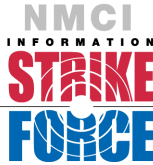
CTR Role Cont'd



- ☐ DON'T PANIC at previous list of review items!
- ☐ Through review should be performed on first several invoices. Most errors occur during this period.
- ☐ Random review may be performed in future on remaining invoices for SAME SERVICES.
- ☐ If additional services ordered, the same through review should be performed when those services are first invoiced.
- ☐ Prompt Payment Act states that “data may be gathered by a statistically valid sample when actions are too numerous to permit total review.”



COR Role In Payment Process



- ❑ COR has overall responsibility for invoice
 - Reviews invoice in its entirety, including
 - Timeliness of services ordered and received
 - Amounts charged and percentages.
 - Ensures prompt sign-off of invoice by all parties to avoid interest penalties. Prompt Pay Act requires payment in 30 days or less. Invoice to be returned by COR in 7 days if not valid.
 - Has responsibility for SLA determination
 - More information on SLA in future

Invoicing at 85%

☐ **Contract paragraph 5.9: Payment**

“... During the transition period, the Contractor will be compensated at 85% of the agreed-upon price per seat and will not be eligible for incentive payments. At the time when the Contractor meets or exceeds the service level agreements (SLA) for the ordered segment, the Contractor will be compensated at 100%.”

Transition Period

- ☐ **Contractor may only** invoice at 85% until both parties agree that SLA's are met.
 - COR's and CTR/ACTR's monitor compliance!
- ☐ **After SLA's are met.**
 - Contractor will invoice at 100%.
 - If contractor subsequently fails to meet SLA's, government will be compensated through credit process.
 - Additional training when SLA's are met



Final Distribution

All Electronic – No Manual Distribution

Information is on-line in DFAS' ECS for five years

- ☐ Contractor receives report electronically at same time payment arrives at bank.
- ☐ COR, BFM, CTR, ACTR, and ACO have PKI access to DFAS's ECS system to provide hard copy for all items. They will also be able to print hard copy from the e-commerce system.

Summary

- ☐ Discussion of Contract language regarding invoicing and payment
- ☐ Overview of the new electronic invoicing and payment process
- ☐ Your role and responsibilities regarding
 - invoice review
 - ensuring prompt payment
- ☐ Distribution



Sample Electronic Invoice

- ☐ The following slides are a portion of the information you will see on the DFAS electronic screens.
- ☐ Some slides include generic DFAS information that is not applicable to this contract.

Electronic Certification System



This site is hosted by the Defense Finance and Accounting Service and is intended to provide Certifying Officers an expeditious means of reviewing and certifying public voucher via the World-Wide-Web. DFAS ECS addresses the federal government's overall goal to streamline information flow while increasing speed, accuracy, and quality.

To enter ECS, you must have a valid login ID, password, and certificate.

Login ID:

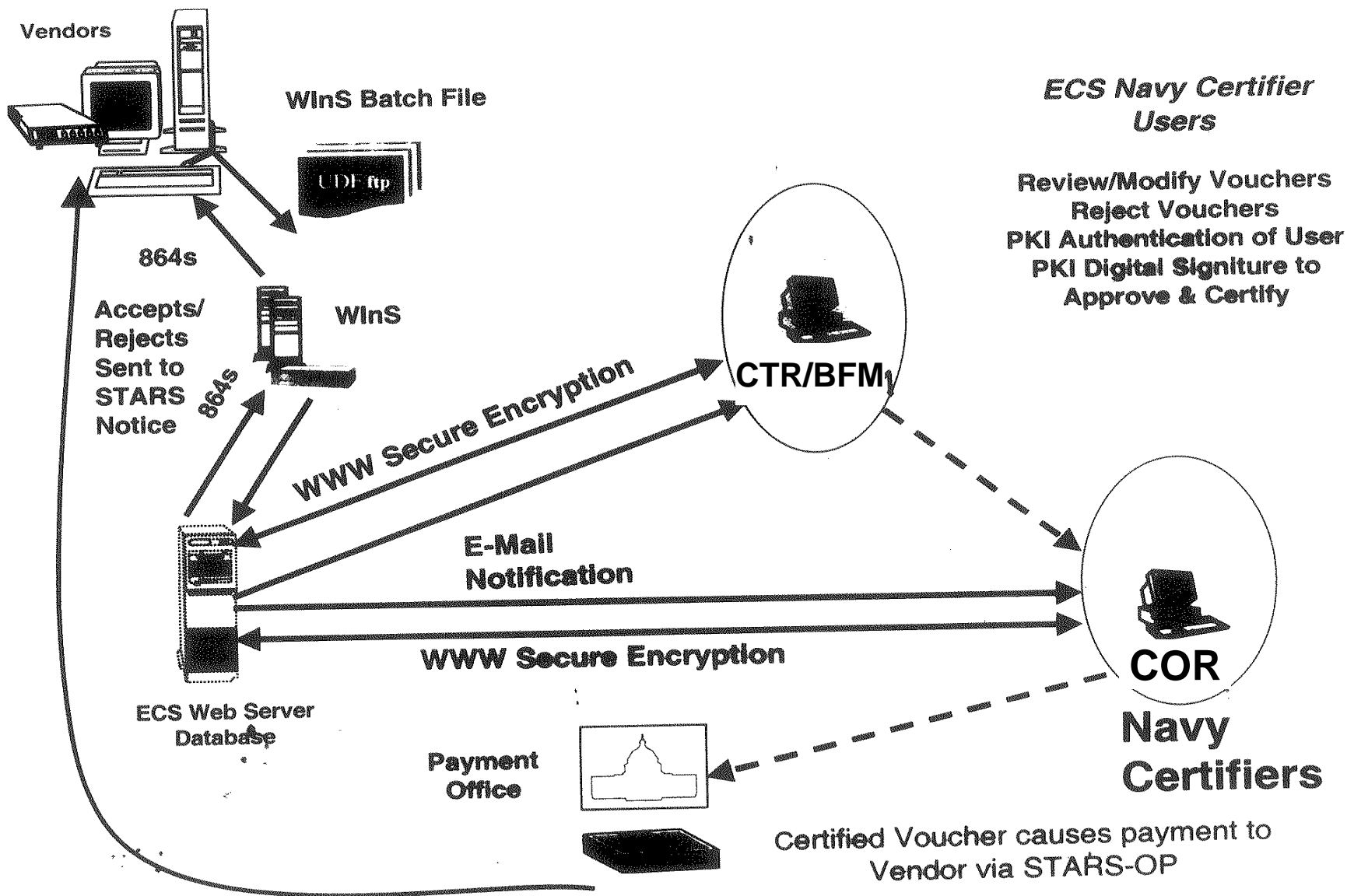
Password:

Login

Help

U.S. Government Computer System
Security Notice

ECS Functionality



Electronic
Certification
System

ADMIN
PASSWORD
USER INFO
REPORTS
LOGOFF

SELECT INVOICE/VOUCHER

Time Period:

All

Select

Help

Invoice/Voucher:

☐ Pending DCAA Action

☐ Approved

☐ Certified

☐ DCAA Approved

☒ All Valid

Invoice Number	Contract Number	SPIIN	UserID	Received Date	Age (Days)
1254	N0002400D6000	1002	DDFAS	02/01/2001	29
1253	N0002400D6000	1003	DDFAS	02/01/2001	29
1257	N0002400D6000	1005	DDFAS	02/01/2001	29
1258	N0002400D6000	1006	DDFAS	02/01/2001	29
1274	N0002400D6000	1016	DDFAS	02/01/2001	29
1247	N0002400D6000	1026	DDFAS	02/01/2001	29
1246	N0002400D6000	1027	DDFAS	02/01/2001	29
1315	N0002400D6000	1031	DDFAS	01/10/2001	51
1251	N0002400D6000	1032	DDFAS	02/01/2001	29
1265	N0002400D6000	1036	DDFAS	02/01/2001	29

REJECT LIST

SENT TO
STARS

1. This is first screen after Log-on
2. Shows all invoices for NMCI
Contract only – No others
3. Can sort by Time Period (day, week)
4. Can sort by Status (approved, certified)
5. SELECT by clicking on Invoice No.
in first column.
6. You will IDENTIFY by your Task
Order No. (See SPIN) and then date.

Date DFAS received
Ktr. Use this for
Prompt Payment Act
CLOCK STARTS HERE
30 days w/o interest

Electronic
Certification
System

INVOICE HEADER

ADMIN
PASSWORD
USER INFO
REPORTS
LOGOFF

CONTRACTOR NAME1 Electronic Data Systems
CONTRACTOR NAME2

DUNS NO.	077817617	INVOICE NO.	1274
CONTRACT # - PIIN	N0002400D6000	INVOICE DATE	1/3/01
CONTRACT AWARD DATE	11/1/00	INVOICE \$ TOTAL	8,983.03
CONTRACT MOD.	000001	CERTIFYING UIC	N00039
SPIIN	1016	DCAA DoDAAC	- missing -
CAGE CODE	1U305	AAA	- missing -

INVOICE REFERENCE LOA 17 999918046 22NO 066896 A685662DC5A03466896895AQ22

DISC. RATE % (1)	DISC. DUE DAYS (1)	DISC. DUE DATE
.0000	0	
DISC. RATE % (2)	DISC. DUE DAYS (2)	DISC. \$ AMOUNT
.0000	0	0.00

VENDOR COMMENTS:

DCAA COMMENTS:

~~Invoice received into ECS as a direct submit.~~ N/A

Help

PV LIST
HEADER
DETAILS
ACTIVITY
PUBLIC
VOUCHER
SUPPORTING
DOCUMENTS

ORIGINAL INVOICE AS VENDER SUBMITTED

*** NEVER CHANGES -- FOR AUDIT PURPOSES

Electronic
Certification
System

ADMIN
PASSWORD
USER INFO
REPORTS
LOGOFF

PV LIST
HEADER
DETAILS
ACTIVITY
PUBLIC
VOUCHER
SUPPORTING
DOCUMENTS

↑ TAKES TO
DETAIL

INVOICE RECORD DETAIL (ACRN)

Help

CONTRACT # - PIIN N0002400D6000
CON. AWARD DATE 11/1/00

INVOICE NO. 1274
INVOICE DATE 1/3/01
INVOICE \$ TOTAL 8,983.03

LINE ITEM 1

ACRN	CLIN/SLIN	LINE OF ACCOUNTING	SUBTOTAL
MO	0001AA		8,171.67
DETAIL DESCRIPTION			
NTHLY FIXED WKS SEAT- RED			

LINE ITEM 2

ACRN	CLIN/SLIN	LINE OF ACCOUNTING	SUBTOTAL
MO	0001AB		811.36
DETAIL DESCRIPTION			
NHTLY FIXED WKS SEAT-WHITE			

Return to Invoice

ORIGINAL INVOICE DETAILS AS VENDER SUBMITTED

*** NEVER CHANGES -- FOR AUDIT PURPOSES

SUPPORTING DOCUMENTS FOR INVOICE NO. 1274

CONTRACTOR NAME1	Electronic Data Systems		
DUNS NO.	077817617	INVOICE NO.	1274
CONTRACT # - PIIN	N0002400D6000	INVOICE DATE	1/3/01
CONTRACT AWARD DATE	11/1/00	INVOICE \$ TOTAL	8,983.03
CONTRACT MOD.	000001	CERTIFYING UIC	N00039
SPIIN	1016	DCAA DoDAAC	- missing -
CAGE CODE	1U305	AAA	- missing -

THERE IS NO SUPPORTING DOCUMENTATION AVAILABLE FOR THIS INVOICE !

NMCI Invoice for Task Order 9999

Contractor: Electronic Data Systems
CAGE Code: 1U305
DUNS #: 07-781-7617

Period of 12/01/00 to 12/31/01

Invoice #: 99990001
Invoice date: 2/15/2001
Invoice total: \$16,436.43

SPIIN: 9999
SPIIN Mod: 02

Contract# PIIN: N00024-00-D-6000

Certifying UIC: N66760

Contact award date: 10/6/2000
Contract Mod: P00003

Paying UIC: N68892
Delivery UIC: N47692

CLINs billed on a monthly basis:

Location: Navy Annex 1

AOR Date		Quantity CLINs Ordered	Quantity CLINs Delivered	Service period months	Unit Price Monthly	SLA Price Factor	Billed Price Monthly	SLIP credits owed	Total period billing
12/1/2000									
CLIN	Description								
0001AA	Fixed workstation seat, Red	50	40	1	\$246.51	85%	\$209.53	\$0.00	\$8,381.34
0002	Portable seat	10	10	1	\$308.25	85%	\$262.01	\$0.00	\$2,620.13
0005AA	Basic hybrid seat	2	1	1	\$193.11	85%	\$164.14	\$0.00	\$164.14
0011	Secure Voice Seat	1	0	0	\$51.08				\$0.00

Location: Navy Annex 4

AOR Date		Quantity CLINs Ordered	Quantity CLINs Delivered	Service period days	Unit Price Daily *	SLA Price Factor	Billed Price Daily	SLIP credits owed	Total period billing
12/15/2000									
CLIN	Description								
0001AA	Fixed workstation seat, Red	50	10	17	\$8.10	85%	\$6.89	\$0.00	\$1,171.09
0005AA	Basic hybrid seat	2	1	17	\$6.35	85%	\$5.40	\$0.00	\$91.74

Location: Washington Navy Yard, Bldg 36

AOR Date		Quantity CLINs Ordered	Quantity CLINs Delivered	Service period months	Unit Price Monthly	SLA Price Factor	Billed Price Monthly	SLIP credits owed	Total period billing
12/1/2000									
CLIN	Description								
0001AB	Fixed workstation seat, White	20	15	1	\$238.64	85%	\$202.84	\$0.00	\$3,042.66
0001AD	Fixed workstation seat, Thin	5	5	1	\$194.66	85%	\$165.46	\$0.00	\$827.31

Location: Presidential Tower 1

AOR Date		Quantity CLINs Ordered	Quantity CLINs Delivered	Service period days	Unit Price Daily *	SLA Price Factor	Billed Price Daily	SLIP credits owed	Total period billing
12/30/2000									
CLIN	Description								
0001AB	Fixed workstation seat, White	20	5	2	\$7.85	85%	\$6.67	\$0.00	\$66.69

CLINs billed on a one-time basis:

Location: Washington Navy Yard, Bldg 36

CLIN	Description	Quantity Ordered	Quantity Delivered	Unit Price	Total billing
0023-2015	Toner cartridge for HP9000 Color	2	2	\$35.67	\$71.34

\$16,436.43

* Daily unit price is monthly unit price x 12 / 365

Example for CLIN 0001AA \$246.51 x 12 / 365 = \$8.10 x days serviced

Electronic
Certification
System

ADMIN
PASSWORD
USER INFO
REPORTS
LOGOFF

PUBLIC VOUCHER HEADER

Electronic Data Systems

CONTRACTOR NAME1

CONTRACTOR NAME2

DUNS NO.

077817617

INVOICE NO.

1274

CONTRACT # - PIIN

N0002400D6000

INVOICE DATE

1/3/01

CONTRACT AWARD DATE

11/1/00

INVOICE \$ TOTAL

8,983.03

CONTRACT MOD.

000001

VOUCHER \$ TOTAL

8,983.03

SPIIN

1016

CAGE CODE

1U305

CERTIFYING UIC

N00039

MATERIAL RECVD. (mm/dd/yyyy)

12/24/00

DCAA DoDAAC

MATERIAL ACCPT. (mm/dd/yyyy)

1/2/01

AAA

PAYING UIC

N68892

VOUCHER REFERENCE LOA

DEDUCTION \$ AMOUNT

0.00

DEDUCTION CODE

--None--

IRS CODE

S - Services

will be hard coded

DISC. RATE % (1)

.0000

DISC. DUE DAYS (1)

0

DISC. DUE DATE

DISC. RATE % (2)

.0000

DISC. DUE DAYS (2)

0

DISC. \$ AMOUNT

0.00

Help

Save

Reset

Approver, CTR (may be assigned by CTR to DCTR)

Responsible for input of:

"Material Received Date" and "Material Accepted Date"

COR (Certifier) has ability to change if necessary.

PV LIST

HEADER

DETAILS

ACTIVITY

INVOICE

FORWARD

RE-DIRECT

REJECT

APPROVE

CERTIFY

Electronic
Certification
System

ADMIN
PASSWORD
USER INFO
REPORTS
LOGOFF

PUBLIC VOUCHER DETAIL (ACRN)

Help

CONTRACT # - PIIN N0002400D6000 INVOICE NO. 1274
CON. AWARD DATE 11/1/00 INVOICE DATE 1/3/01
INVOICE \$ TOTAL 8,983.03 VOUCHER \$ TOTAL 8,983.03
Invoice Reference LOA

Restore a Line Item from Invoice

LINE ITEM 1

ACRN	CLIN/SLIN	LINE OF ACCOUNTING	ACRN AMT \$
MO	0001AA	17009696180463C0000 0000000688922DC000070006360AF16Q	8,171.67
REQUISITION NO.		REQUISITION ORG	DETAIL DESCRIPTION
N0006396RC00007			NTHLY FIXED WKS SEAT- RED
Update		Remove	

LINE ITEM 2

ACRN	CLIN/SLIN	LINE OF ACCOUNTING	ACRN AMT \$
MO	0001AB	17009696180463C0000 0000000688922DC000070006360AF16Q	811.36
REQUISITION NO.		REQUISITION ORG	DETAIL DESCRIPTION
N0006396RC00007			NHTLY FIXED WKS SEAT-WHITE
Update		Remove	

PV LIST
HEADER
DETAILS
ACTIVITY
INVOICE
FORWARD
RE-DIRECT
REJECT
APPROVE
CERTIFY

Approver, BFM (Business Financial Manager)

Responsible for input of:

"Requisition No." from Box No. 1 of SF 1449 (Req Org. fill-in optional)
COR (Certifier) has ability to change if necessary.

Requisition No. Must be inserted for each CLIN/SLIN.

Highlight Req No., hit Ctrl C (copy), go to each box, hit Ctrl V (paste)

**NOTE: ACRN, LOA
and ACRN \$ Amt
Can be modified in this
Screen. Be Careful!**

**Electronic
Certification
System****VOUCHER APPROVE***BFM
CTR
DCTR***ADMIN**
PASSWORD
USER INFO
REPORTS
LOGOFF**CONTRACTOR NAME1**
CONTRACTOR NAME2

Electronic Data Systems

DUNS NO.	077817617	INVOICE NO.	1274
CONTRACT # - PIIN	N0002400D6000	INVOICE DATE	1/3/01
CONTRACT AWARD DATE	11/1/00	INVOICE \$ TOTAL	8,983.03
CONTRACT MOD.	000001	VOUCHER \$ TOTAL	8,983.03
SPIIN	1016	CERTIFYING UIC	N00039
CAGE CODE	1U305	DCAA DoDAAC	
MATERIAL RECVD.	12/24/00	AAA	
MATERIAL ACCT.	1/2/01	PAYING UIC	N68892
DEDUCTION AMOUNT	0.00	CONTRACT CODE	S
DEDUCTION CODE		CM/PP CODE	X
PAYMENT TYPE CODE	CR	IRS CODE	S

VOUCHER REFERENCE LOA

DISC. RATE % (1)	DISC. DUE DAYS (1)	DISC. DUE DATE
.0000	0	
DISC. RATE % (2)	DISC. DUE DAYS (2)	DISC. \$ AMOUNT
.0000	0	0.00

 Approve

Help

[Return to Public Voucher](#)**PV LIST**
HEADER
DETAILS
ACTIVITY
INVOICE
FORWARD
RE-DIRECT
REJECT
APPROVE
CERTIFY



VOUCHER APPROVAL/CERTIFICATION

CONTRACTOR NAME 1 Electronic Data Systems

CONTRACTOR NAME 2 Electronic Data Systems

INVOICE NO. 1274

INVOICE DATE 1/3/01

CONTRACT# - PIIN N0002400D6000

(Original) INVOICE \$Total \$8,983.03

SPIIN 1016

(Adjusted) INVOICE \$Total \$8,983.03

CONTRACT AWARD DATE 11/1/00

CAGE CODE 1U305

CERTIFYING ORG. N00039

DUNS NO. 077817617

AAA No AAA

DCAA

PAYING UIC N68892

DATE

APPROVER

TITLE

COMMENTS:

APPLY DIGITAL SIGNATURE TO APPROVE

DATE

APPROVER

TITLE

COMMENTS:

APPLY DIGITAL SIGNATURE TO APPROVE

DATE

APPROVER

TITLE

COMMENTS:

APPLY DIGITAL SIGNATURE TO APPROVE

DATE

CERTIFIER

TITLE

COMMENTS:

APPLY DIGITAL SIGNATURE TO CERTIFY

"I certify that the accounting data provided is accurate, funds have been obligated in appropriate accounting system and changes have been applied to the appropriate accounting classification reference number (ACRN); available funds have been decremented for the amount approved for disbursement and will not be de-obligated; and the above invoice is correct and proper for payment."

SUBMIT

CANCEL

NOTE: Apply Digital Signature(s) as appropriate, then press the "SUBMIT" button to complete the current transaction.

**Electronic
Certification
System**

ADMIN
PASSWORD
USER INFO
REPORTS
LOGOFF

VOUCHER CERTIFY*COR
only***CONTRACTOR NAME1**

Electronic Data Systems

CONTRACTOR NAME2

DUNS NO.	077817617	INVOICE NO.	1274
CONTRACT # - PIIN	N0002400D6000	INVOICE DATE	1/3/01
CONTRACT AWARD DATE	11/1/00	INVOICE \$ TOTAL	8,983.03
CONTRACT MOD.	000001	VOUCHER \$ TOTAL	8,983.03
SPIIN	1016	CERTIFYING UIC	N00039
CAGE CODE	1U305	DCAA DoDAAC	
MATERIAL RECVD.	12/24/00	AAA	
MATERIAL ACCPT.	1/2/01	PAYING UIC	N68892
DEDUCTION AMOUNT	0.00	CONTRACT CODE	S
DEDUCTION CODE		CM/PP CODE	X
PAYMENT TYPE CODE	CR	IRS CODE	S

VOUCHER REFERENCE LOA

DISC. RATE % (1)	DISC. DUE DAYS (1)	DISC. DUE DATE
.0000	0	
DISC. RATE % (2)	DISC. DUE DAYS (2)	DISC. \$ AMOUNT
.0000	0	0.00



Certify

Help

[Return to Public Voucher](#)

PV LIST
HEADER
DETAILS
ACTIVITY
INVOICE
FORWARD
RE-DIRECT
REJECT
APPROVE
CERTIFY

**VOUCHER APPROVAL/CERTIFICATION**

CONTRACTOR NAME 1 Electronic Data Systems

CONTRACTOR NAME 2 Electronic Data Systems

INVOICE NO. 1274

INVOICE DATE 1/3/01

CONTRACT# - PIIN N0002400D6000

(Original) INVOICE \$Total \$8,983.03

SPIIN 1016

(Adjusted) INVOICE \$Total \$8,983.03

CONTRACT AWARD DATE 11/1/00

CAGE CODE 1U305

CERTIFYING ORG. N00039

DUNS NO. 077817617

AAA No AAA

DCAA

PAYING UIC N68892

DATE

APPROVER

TITLE

COMMENTS:

APPLY DIGITAL SIGNATURE TO APPROVE

DATE

APPROVER

TITLE

COMMENTS:

APPLY DIGITAL SIGNATURE TO APPROVE

DATE

APPROVER

TITLE

COMMENTS:

APPLY DIGITAL SIGNATURE TO APPROVE

DATE

CERTIFIER

TITLE

COMMENTS:

APPLY DIGITAL SIGNATURE TO CERTIFY

"I certify that the accounting data provided is accurate, funds have been obligated in appropriate accounting system and changes have been applied to the appropriate accounting classification reference number (ACRN); available funds have been decremented for the amount approved for disbursement and will not be de-obligated; and the above invoice is correct and proper for payment."

SUBMIT

CANCEL

NOTE: Apply Digital Signature(s) as appropriate, then press the "SUBMIT" button to complete the current transaction.

**Electronic
Certification
System**

ADMIN
PASSWORD
USER INFO
REPORTS
LOGOFF

PUBLIC VOUCHER REJECT

INVOICE NO.	1274	DUNS NO.	077817617
CONTRACT # - PIIN	N0002400D6000	CAGE CODE	1U305
PAYING UIC	N68892	SPIIN	1016
		VOUCHER \$ TOTAL	8,983.03

Please provide a reject reason:

REJECT**Help****CANCEL & Return To Public Voucher Header**

**NOTE: ONLY COR CAN REJECT – AFTER FULL DISCUSSION
WITH TEAM AND CONTRACTOR**

**“REJECT” sends invoice out of system entirely and back to vendor.
Must be totally resubmitted.**

PV LIST
HEADER
DETAILS
ACTIVITY
INVOICE
FORWARD
RE-DIRECT
REJECT
APPROVE
CERTIFY

Electronic
Certification
System

PUBLIC VOUCHER NOTIFICATION

ADMIN
PASSWORD
USER INFO
REPORTS
LOGOFF

Send notification to next recipient within your organization:

demareeb@spawar.navy.mil

SEND

Cancel and Return To Voucher

Help

CONTRACTOR NAME1 Electronic Data Systems

CONTRACTOR NAME2

DUNS NO. 077817617

INVOICE NO. 1274

PIIN (Contract No.) N0002400D6000

INVOICE DATE 1/3/01

CONTACT AWARD DATE 11/1/00

INVOICE \$ TOTAL 8983.03

SPIIN 1016

VOUCHER \$ TOTAL 8983.03

CAGE CODE 1U305

CERTIFYING UIC N00039

MATERIAL RECVD. 12/24/00

DCAA UIC

MATERIAL ACCPT. 1/2/01

AAA

DEDUCTION AMOUNT 0

PAYING UIC N68892

DISC. RATE % (1)	DISC. DUE DAYS (1)	DISC. DUE DATE
.0000	0	
DISC. RATE % (2)	DISC. DUE DAYS (2)	DISC. \$ AMOUNT
.0000	0	0

PV LIST
HEADER
DETAILS
ACTIVITY
INVOICE
FORWARD
RE-DIRECT
REJECT
APPROVE
CERTIFY

E-Mail to Others within Same Organization
Not sure of extent of capability

Electronic
Certification
System

ADMIN

PASSWORD

USER INFO

REPORTS

LOGOFF

PUBLIC VOUCHER NOTIFICATION TO EXTERNAL UIC

Send notification of this Voucher to external UIC/Agency:

ALOGRASS@DFAS.MIL

SEND

Cancel and Return To Voucher

Help

CONTRACTOR NAME1 Electronic Data Systems

CONTRACTOR NAME2

DUNS NO. 077817617

INVOICE NO. 1274

PIIN (Contract No.) N0002400D6000

INVOICE DATE 1/3/01

CONTACT AWARD DATE 11/1/00

INVOICE \$ TOTAL 8983.03

SPIIN 1016

VOUCHER \$ TOTAL 8983.03

CAGE CODE 1U305

CERTIFYING UIC N00039

MATERIAL RECVD. 12/24/00

DCAA UIC

MATERIAL ACCPT. 1/2/01

AAA

DEDUCTION AMOUNT 0

PAYING UIC N68892

DISC. RATE % (1)	DISC. DUE DAYS (1)	DISC. DUE DATE
.0000	0	
DISC. RATE % (2)	DISC. DUE DAYS (2)	DISC. \$ AMOUNT
.0000	0	0

PV LIST

HEADER

DETAILS

ACTIVITY

INVOICE

FORWARD

RE-DIRECT

REJECT

APPROVE

CERTIFY

E-Mail to Others outside Organization --
UIC/Agency. Not sure of extent of capability

Electronic
Certification
System

ADMIN
PASSWORD
USER INFO
REPORTS
LOGOFF

PUBLIC VOUCHER ACTIVITY RECORD

Help

INVOICE NUMBER	1274	DUNS NUMBER	077817617
CONTRACT NUMBER	N0002400D6000	CAGE CODE	1U305
VOUCHER TOTAL	\$8,983.03	SPIIN	1016

Action	Action Date	Logon ID	User UIC
Receive Voucher	2/1/01 12:45:50 PM	DDFAS	DFAS01
Direct Submit	2/1/01 12:45:50 PM	DDFAS	DFAS01

PV LIST
HEADER
DETAILS
ACTIVITY
PUBLIC VOUCHER
SUPPORTING DOCUMENTS

Electronic
Certification
System

ADMIN

PASSWORD

USER INFO

REPORTS

LOGOFF

PV LIST

REJECT LIST

SELECT INVOICE/VOUCHER SENT TO STARS

Time Period:

All

SELECT

Help

Invoice Number	Contract Number	SPIIN	UserID	Sent Date
KEITHBOWMANTEST1	N0002400D6000		DDFAS	01/05/2001
KEITHBOWMANTEST2	N0002400D6000		DDFAS	01/05/2001
KEITHBOWMANTEST3	N0002400D6000		DDFAS	01/05/2001
1250	N0002400D6000	1001	DDFAS	01/11/2001
1316	N0002400D6000	1001	DDFAS	01/11/2001
1151	N0002400D6000	1001	DDFAS	01/04/2001
1287	N0002400D6000	1002	DDFAS	01/11/2001
1320	N0002400D6000	1002	DDFAS	01/11/2001
1155	N0002400D6000	1002	DDFAS	01/04/2001
1286	N0002400D6000	1003	DDFAS	01/11/2001
1319	N0002400D6000	1003	DDFAS	01/11/2001
1154	N0002400D6000	1003	DDFAS	01/04/2001
1288	N0002400D6000	1004	DDFAS	01/11/2001
1321	N0002400D6000	1004	DDFAS	01/11/2001
1255	N0002400D6000	1004	DDFAS	01/10/2001
1156	N0002400D6000	1004	DDFAS	01/04/2001
1290	N0002400D6000	1005	DDFAS	01/11/2001
1323	N0002400D6000	1005	DDFAS	01/11/2001
1158	N0002400D6000	1005	DDFAS	01/04/2001
1291	N0002400D6000	1006	DDFAS	01/11/2001
1324	N0002400D6000	1006	DDFAS	01/11/2001
1159	N0002400D6000	1006	DDFAS	01/04/2001
1260	N0002400D6000	1007	DDFAS	01/11/2001
1293	N0002400D6000	1007	DDFAS	01/11/2001
1326	N0002400D6000	1007	DDFAS	01/11/2001
1161	N0002400D6000	1007	DDFAS	01/04/2001
1262	N0002400D6000	1008	DDFAS	01/11/2001
1295	N0002400D6000	1008	DDFAS	01/11/2001
1163	N0002400D6000	1008	DDFAS	01/04/2001
1261	N0002400D6000	1009	DDFAS	01/11/2001
1294	N0002400D6000	1009	DDFAS	01/11/2001
1327	N0002400D6000	1009	DDFAS	01/11/2001
1162	N0002400D6000	1009	DDFAS	01/04/2001
1263	N0002400D6000	1010	DDFAS	01/11/2001
1296	N0002400D6000	1010	DDFAS	01/11/2001
1164	N0002400D6000	1010	DDFAS	01/04/2001

Electronic
Certification
System

ADMIN

PASSWORD

USER INFO

REPORTS

LOGOFF

PV LIST

SENT TO
STARS

SELECT REJECTED INVOICE/VOUCHER

Time Period:

All

SELECT

Help

Invoice/Voucher:

☐ Certifier Rej.

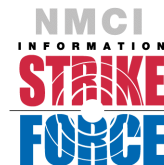
☐ DCAA Rej.

☒ All

Invoice Number	Contract Number	UserID	Reject Date
1318	N0002400D6000	JRH00039	01/18/2001
1246	N0002400D6000	JRH00039	01/11/2001
1317	N0002400D6000	JRH00039	01/11/2001
1292	N0002400D6000	JRH00039	01/11/2001
1157	N0002400D6000	JRH00039	01/11/2001
1304	N0002400D6000	JRH00039	01/11/2001
1301	N0002400D6000	JRH00039	01/11/2001
1265	N0002400D6000	JRH00039	01/11/2001
1322	N0002400D6000	JRH00039	01/11/2001
1251	N0002400D6000	JRH00039	01/11/2001
1282	N0002400D6000	JRH00039	01/11/2001
1276	N0002400D6000	JRH00039	01/11/2001
1311	N0002400D6000	JRH00039	01/11/2001
1300	N0002400D6000	JRH00039	01/11/2001
1258	N0002400D6000	JRH00039	01/11/2001
1338	N0002400D6000	JRH00039	01/11/2001
1339	N0002400D6000	JRH00039	01/11/2001
1335	N0002400D6000	JRH00039	01/11/2001
1160	N0002400D6000	JRH00039	01/11/2001
1285	N0002400D6000	JRH00039	01/11/2001
1281	N0002400D6000	JRH00039	01/11/2001
1274	N0002400D6000	JRH00039	01/11/2001
1247	N0002400D6000	JRH00039	01/11/2001
1308	N0002400D6000	JRH00039	01/11/2001
1336	N0002400D6000	JRH00039	01/11/2001
1329	N0002400D6000	JRH00039	01/11/2001
1328	N0002400D6000	JRH00039	01/11/2001
1257	N0002400D6000	JRH00039	01/11/2001
1253	N0002400D6000	JRH00039	01/11/2001
1254	N0002400D6000	JRH00039	01/11/2001
1299	N0002400D6000	JRH00039	01/11/2001
1283	N0002400D6000	NANLYNNE	01/09/2001



Notes and Helpful Tips

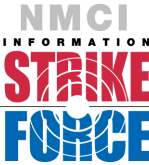


- ☐ Many calls and e-mails regarding various processes have been received. Since most questions, and their answers, apply to everyone, some helpful tips are provided. More will be added as appropriate.

- ☐ Please continue to ask questions. They are all welcome. Questions help to re-explore the process.



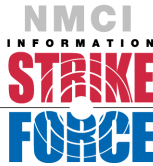
Invoice vs. Ordering Process



- ❑ There are two separate processes for "ordering" and "invoicing." In the e-commerce solution, ordering will be UIC specific and there will be authority levels which each UIC will choose to use. The ordering process will use UIC designators.



Notes and Helpful Tips Forwarding DFAS E-mail



- ☐ DFAS notification of invoice in ECS waiting for approval comes to COR only

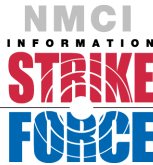
- ☐ Three alternatives to notifying BFM/CTR/DCTR/ACTR

- ☐ COR's responsible for setting up distribution system with their individual CTR's.
 - » Cont.



Notes and Helpful Tips

Forwarding DFAS E-mail

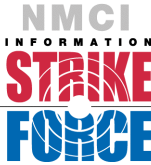


Three alternatives to notify BFM/CTR/ACTR

- You will previously have gone into your outlook mailbox and set up a “Forward To” when the “Title is This.” E-mail from DFAS will be automatically forwarded.
- Ktr will supply regular monthly billing schedule. Every month at this time, you will review DFAS system for pending invoices. May be easier than getting lots more e-mails.
- Use DFAS forward screen with drop-down box names to forward to individuals



DFAS automatic electronic notification



- ❑ The following information will come in your automatic notification from DFAS:
 - Subj. Line: ECS: Direct Submit Voucher(s)
Received on “Current Date” Please return all
replies to : jeffrey.hayden@dfas.mil
 - Body of e-mail: Invoice Number, Contract
Number, Task Order Number



Notes and Helpful Tips

“How-To” forward E-mail in Outlook

- ❑ In outlook e-mail, click on the following in order:
 - “Tool” “Rules Wizard” “New”
 - “Move message based on content” (top box)
 - “Specific words” underlined (bottom box), click on
 - Type in “Direct Submit Voucher (s) Received” (bottom box)
 - “Specific folder” underlined (bottom box)
 - Type in “sent items” Hit OK, Next
 - “condition to check”
 - click on “w/specific words in subject” Hit Next
 - “what do you want to do w/message”
 - click on “forward to people or distribution list” (top box)
 - Click on people/distribution list (bottom box)
 - Go to personal address book, indicate your CTR list, will ask you to add in individuals names vs. list. Hit OK, OK
 - 7. Hit “finish” or “cancel” if just practicing.